



# City of Milpitas

## Announces a job opportunity for Facilities Assistant

**Classification:** Recreation Services Assistant III – Facilities Assistant

**Annual Salary Range:** \$40,322 - \$49,012

**Filing Date:** September 11, 2015

*Please note: This recruitment will close on September 11, 2015 or as soon as we receive the first 150 applications, whichever comes first.*

### About the Position

Provides facility-related services for the City of Milpitas Recreation Facilities that include, but are not limited to: Community Center, Sports Center, and Senior Center during normal business hours, or in connection with recreation programs, classes, and special events, including scheduling and supervising the use of facilities at various sites throughout the City. Serves as staff consultant in area of specialty and may oversee the work of other recreational services personnel.

### Examples of Duties -Duties may include, but are not limited to, the following:

- Confirms rental reservations, insurance and manages facility use schedules.
- Provides appropriate room setup and take down for classes, meetings, parties and special events; ensures rooms are free of safety hazards.
- Performs light cleaning and public restroom upkeep, removes trash, moves furniture and equipment and picks up supplies for programs, classes and meetings.
- Performs light corrective and preventive maintenance duties; reports maintenance issues requiring specialized staff.
- Monitors facility user groups by enforcing rules and regulations, and securing and/or reporting damaged or unsafe conditions.
- Serves as primary contact for evening and weekend events, responding to customer questions and ensuring policies and procedures are followed.
- Supervises Building Attendant part-time staff.
- Creates monthly Building Attendant staff schedules.
- Reviews and approves private rental insurance required paperwork.
- Handles facility and equipment logistics for all recreation and Citywide special events, as needed.
- Acts as a liaison between Public Works Building Maintenance staff and Recreation.

### Minimum Qualifications

**Experience:** At least one year of experience performing facility-related customer service, supervising staff, creating and managing schedules.

**Education:** Equivalent to completion of twelfth grade.

### License and Certificates:

- Possession of/or ability to obtain and maintain a valid California Class A driver's license within the first nine (9) months of employment.
- First Aid/CPR/AED Certification.

### Special Requirements – Essential duties require the following physical abilities and work environment:

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position

also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and certain tools. The position also requires near and far vision when performing tasks such as inspections and repair work, in reading written work related documents and using a computer. The need to lift, drag, carry and push equipment, tools and supplies up to 100 pounds is also required; climbing ladders up to 20 feet in height with lighting instrument in hand; driving large truck on city streets and freeways. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

### **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

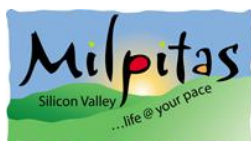
### **Salary and Benefits**

The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 6.25% or 7% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>